



Policy Transmittal

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: James Toews, Deputy
Director
Signature

Date: November 10, 2003 Revised

Transmitting (check the box that best applies):

☐ New Policy ☐ Policy Change ☐ Policy Clarification ☐ Executive Letter

☐ Administrative Rule ☐ Manual Update ☒ Other New program procedure

Applies to (check all that apply):

- ☒ Area Agencies on Aging ☒ Community Human Services
- ☐ Children Adults and Families ☒ Seniors and People with Disabilities
- ☐ Health Services ☐ All DHS employees
- ☐ County Mental Health Directors ☐ County DD Program Managers
- ☐ Other (please specify): _____

Policy Title:	Homecare Workers Bargaining Contract Article 26 - Gloves and Masks		
Topic Area:	Client-Employed Provider Program		
Policy Number(s):	SPD-PT-03-043	Release No:	
Effective Date:	Immediately	Expiration:	n/a
References:	OAR 411-030-0020, OAR 411-030-0060 2003-2005 Home Care Commission/SEIU Bargaining Agreement		
Web Address:	http://www.dhs.state.or.us/spd/tools/homecare/index.htm		

Implementation/Transition Instructions: The collective bargaining agreement between SEIU 503, Sub-local 99 and the Home Care Commission includes a contract article pertaining to "Health and Safety." Article 26 of the contract states: " When gloves and masks are not available at the consumer residence, the Employee may request and receive such items from the local DHS/AAA or AAAD location."

Local offices should first try to assist the client in obtaining authorization for gloves and masks through the client's OMAP medical coverage. If a client has been denied

coverage for these items, local offices should contact the In-Home Supports Section so it can be determined whether medical coverage is possible. The contact information is listed at the end of this transmittal.

Gloves and masks would be provided when a Homecare Worker is performing assistance with activities of daily living, nursing tasks or other duties that would involve possible contact with bodily fluids. Gloves and masks would not be provided to a Homecare Worker for completing general housekeeping tasks, or to avoid contact with cleaning agents or detergents. Gloves and masks can only be provided for services delivered to DHS/AAA clients. While medical coverage for gloves or masks is being obtained, the local office may provide a small quantity of gloves or masks to the Homecare Worker in the meantime.

The Department will be using existing contracts for the provision of gloves and masks to Homecare Workers. Powder-free latex gloves will be available through Excel Gloves. Masks will be provided through RockWest. Here is the contact and ordering information:

For Gloves:

Excel Gloves and Safety Supplies

6808 26th St E, Suite 102, Fife, WA 98424

Phone number: 888-900-4568 or 253-896-1195.

Fax No. (253) 896-1195

Email: chalise@excelgloves.com (Contact: Chalise Crowder)

Sizes available: extra small to extra large. Rate: \$3.60 per box. Powder-free latex.

When ordering include: Contact name

Shipping address

Branch number

PCA: 45206

Index: ~~4610~~ **30100**

Glove size(s)

For face masks:

RockWest

4646 Ridge Dr, NE, Salem, OR 97303

Phone: (503) 390-7355 or (503) 551-3657 (Cal's cell phone)

Fax No. (503) 390-2735

Email: cbender@callatg.com (contact: Cal Bender)

When ordering include: Contact name

Shipping address

Branch number
PCA: 45206
Index: 4610-30100

Products:

- 3M Face Mask 8500, product #322, white, 50 count per case, \$14.53.
- Face Mask With Eye Shield, \$1.58 each, no minimum number of eye shield masks. *Please note: one size fits all for both mask types.*

Minimum order charge to avoid shipping cost: \$20.00.

SPD/AAA offices, including Type A and Type B AAA offices may place orders for gloves and masks. We recommend that each office begin by ordering one box of "3M" face masks, 5 face masks with eye shields, and at least one box of gloves.

A screening form is attached for local offices to complete when a Homecare Worker requests gloves or masks. This form will allow offices to track the amount of items and how frequently they are being supplied. Please retain the forms so that Central Office can check back with local offices periodically to determine the amount and type of items being provided. This information will be useful for general fund accounting and for future collective bargaining sessions.

Training/Communication Plan: Information regarding Article 26 was provided during HCW CBA Netcast Presentation and regional trainings in September/October, 2003.

Local/Branch Action Required: Order an initial supply of gloves and masks for each office. Begin tracking gloves and masks supplied to those Homecare Workers who request them, using the enclosed form. Designate someone in your office who can track the supplies and be available to report back to Central Office when requested. Refill supply orders as necessary.

Central Office Action Required: Provide technical assistance on the new procedure for ordering gloves and masks. Resolve any problems that arise with contractors supplying gloves and masks. Periodically contact local offices for data on items provided.

Field/Stakeholder review:

☐ Yes, reviewed by: _____ ☒ No

Filing Instructions: None

If you have any questions about this policy, contact:

Contact(s):	Mary L. Lang, In-Home Services Program Coordinator		
Phone:	(503) 945-5799	Fax:	(503) 373-7902
E-mail:	mary.l.lang@state.or.us		

